

From: Licensing [mailto:DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)
Sent: Friday, June 02, 2017 12:37 PM
To: DSS_Licensing
Subject: Private Pay Uniform Assessment Instrument Online Training Now Available on the DSS Website
Importance: High

This file is being sent to assisted living facilities and adult day care centers from the Virginia Department of Social Services Email Distribution Service.

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Good Afternoon,

I am pleased to announce that the online training for the Private Pay Uniform Assessment Instrument is now available on the DSS website. We recognize that there have been extensive problems with accessing this training on the Commonwealth of Virginia Learning Center (COVLC) system so we have created an alternate method to access the training. Here are a few things you should know before completing the training:

1. The training can be accessed on either the Assisted Living Facility or Adult Day Care Center pages of the DSS website. Specifically: ALF: <http://www.dss.virginia.gov/facility/alf.cgi> or ADCC: <http://www.dss.virginia.gov/facility/adcc.cgi>. Once you get to the web page, Click on the third bullet titled "Current ALF (or ADCC) Providers. Then scroll down to the "Training" tab. Click on the link titled: "Private Pay Uniform Assessment Instrument Online Training.
2. Once you complete the training you will be able to print a certificate for your records. Once you have printed your certificate, you will exit the program. At this time you will not be able to enter the program again except for at the beginning. Unfortunately, the setup of this training on the DSS website does not allow for the tracking of course completion. Therefore, if you lose your certificate, you cannot get another one unless you complete the training again. It is strongly recommended that once you print your certificate, you make a copy to keep for yourself before placing the original in your personnel file.
3. Up until you complete the training, you may stop and start again at the point that you left off. You should be able to complete the training in less than 3 hours.
4. The online training will continue to be housed on the COVLC and you can choose to access the training through that website. This website does track your training completions and maintain a copy of your certificate which you can access at any time.
5. If you have problems accessing the course please contact the VDSS Management Support Team via email at: WEBDEV@dss.virginia.gov or citizenservices@dss.virginia.gov.

Thank you,

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